

DURHAM



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CITY OF MEDICINE

PARKING GARAGE(S) GATE ACCESS EQUIPMENT

Bid No. 11-074-11AA

**City of Durham
Finance Department
Purchasing Division**



CITY OF DURHAM

Finance Department

101 CITY HALL PLAZA, ANNEX BLDG. | DURHAM, NC 27701

919.560.4132 | F 919.560.4325

www.durhamnc.gov

Notice to Prospective Bidders

**PARKING GARAGE(S)
GATE ACCESS EQUIPMENT**

Bid No. 11-074-11AA

The City of Durham Purchasing Division will hold a pre-bid conference on the **12th** day of **April 2012 at 10:00 a.m.**, in the Finance Department Conference Room, 1st Floor, 101 City Hall Plaza (Annex), Durham, North Carolina.

All Sales representatives are cordially invited to attend. Enclosed for your convenience is a copy of the Bid Proposal and Specifications. Any questions may be referred to Raushan Gross, Purchasing Agent at 919-560-4132 ext. 18223 or by email raushan.gross@durhamnc.gov .

Instructions to Bidders

1. This bid includes the following:
 - Instructions to Bidders
 - Equal Employment Opportunity Requirement
 - Special Conditions (When required)
 - Specifications (When necessary)
 - Bid Proposal Form
 - Contract Form (When required)
 - Small Disadvantaged Business Enterprise (SDBE) Forms (When applicable)
2. Bids will be opened at the time and place shown on the enclosed Bid Proposal Form. Late bids will not be considered.
3. Bids will be examined promptly after opening and an award made at the earliest possible date. No bids may be withdrawn, however, until 90 days after bid opening date.
4. Submit bids only on the bid proposal form(s) provided herein.
5. The City Council normally takes official action on bids within 3 or 4 weeks after the bid opening date. The council meets officially at 7:00 p.m., the first and third Monday nights of each month in the City Council Chambers of City Hall.
6. **AWARD OF BID:** Bids shall be awarded to the lowest responsible bidder taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.
7. Each bid must be submitted in a sealed envelope, showing the bid title, date and time of opening on the front of the envelope.
8. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
9. **TAXES:** Do not include taxes in bid figures. Successful bidders should add sales tax to their invoice when billing the City. The City is exempt from Federal excise tax and will issue a Federal exemption certificate.
10. **INFORMATION:** Questions concerning bid requirements or specifications should be directed to the City Purchasing Division, Durham, N. C. Telephone 919-560-4132. All changes in specifications shall be in writing in the form of an addendum and furnished to all bidders. **Verbal information obtained otherwise will not be considered in awarding of bids.** No changes to specifications will be permitted within ten days prior to the bid opening.

Instructions to Bidders

11. The Equal Employment Opportunity Statement which appears herein is a condition of the contract. The contract must be signed by the successful bidder and the City; and the successful bidder must comply with the equal employment opportunity condition.
12. It is the City's policy to furnish a bid tabulation to all bidders upon notification of award or upon returning bid deposits. All bidders are welcome to attend bid openings.
13. **ALTERNATE BIDS:** Do not submit alternate bids unless called for on the bid proposal form. When alternate bids are requested the bidder must submit documentation as a part of the bid to show that the product is comparable to the item(s) referred to in the specifications.
14. In the event of a tie bid, and all terms, deliveries, etc. are the same; a drawing certified by the City Clerk will choose the successful bidder. Preference to a bidder will be given only in the event one of the tie bids is that of a local vendor.
15. The General Statutes of the State of North Carolina, the Charter of the City of Durham, and City Ordinances, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
16. The City reserves the right to reject any or all proposals. It further reserves the right to waive formalities and technicalities in so far as it is authorized to do so where it deems it advisable in protection of the best interest of the City.
17. Questions concerning Small Disadvantaged Business Enterprise (SDBE) requirements (when applicable) should be directed to the City's Equal Opportunity/Equity Assurance Department, telephone (919) 560-4180.
18. The City of Durham encourages participation from Minority (MBE), Women (WBE), and Disadvantaged (DBE) business suppliers.
19. All contractors receiving awards must be compliant to the City of Durham procedures, which include obtaining a City of Durham Privilege License. To obtain a Privilege License, call (919) 560-4700 or visit the following web site:
http://www.durhamnc.gov/departments/finance/business_license.cfm

Instructions to Bidders

20. Assistance in completing bid forms is available by contacting the City Purchasing Office, Lynette McRae at telephone (919) 560-4132 ext 18225.

Lynette McRae
Purchasing Supervisor

Chris Bernat
Purchasing Agent

Raushan Gross
Purchasing Agent

21. **MALING INSTRUCTIONS:** Mail only one fully executed bid document, unless otherwise instructed, and only one bid per envelope. Address envelope and insert bid number as shown below: It is the **responsibility** of the bidder to have the bid in this office by the specified time and date of opening. Our office does not take responsibility for any bids not delivered to the Purchasing Division.

<u>DELIVERED BY US POSTAL SERVICE</u> <u>(REGULAR/STANDARD MAIL ONLY)</u>	<u>DELIVERED BY ANY OTHER MEANS/SPECIAL</u> <u>DELIVERY/OVERNIGHT (BY ANY OTHER CARRIER)</u>
BID NO. _____ CITY OF DURHAM FINANCE DEPARTMENT PURCHASING DIVISION 101 CITY HALL PLAZA DURHAM, NORTH CAROLINA 27701	BID NO. _____ CITY OF DURHAM FINANCE DEPARTMENT PURCHASING DIVISION 101 CITY HALL PLAZA (ANNEX), 1ST FLOOR DURHAM, NORTH CAROLINA 27701

*******SPECIAL NOTE – PLEASE READ*******

The US Postal Service DOES NOT deliver any mail (US Postal Express Mail, Certified, Priority, Overnight, etc.) to our physical address of 101 City Hall Plaza (Annex).

THANK YOU FOR YOUR INTEREST IN THE CITY OF DURHAM

BID PROPOSAL FORM

(Use this form only)

April 4, 2012

Bid No. 11-074-11AA

The CITY OF DURHAM invites your bid for **Parking Garage(s) Gate Access Equipment** to be opened at **10:00 a.m., May 11, 2012**, in the Finance Department, Purchasing Division, 1st Floor, 101 City Hall Plaza (Annex), Durham, North Carolina 27701.

Use this form only, for submitting bids. In submitting your proposal, keep in mind any alternations, changes in bid format, etc. will make it difficult to evaluate bids. All items should be bid in the units, quantities, units of measurements, etc. specified. Do not submit alternates unless requested. The City reserves the right to reject any or all proposals.

.....
If the City of Durham issues to the bidder a Purchase Order that refers to the Bid Number shown on this bid, the bidder shall provide the quantities of goods required by the City during the period shown in the "Delivery" box on the Purchase Order (which period begins on the Order Date shown on the Purchase Order) unless that period is changed as provided in the bid documents. The bidder will not be obligated to fulfill a Purchase Order for a quantity that is not in accordance with the quantity limitations, if any, in the bid documents. The bid documents include all conditions, specifications, and terms on file in the City's Purchasing Division under that Bid Number.

Return the following: Bid Proposal Form(s), Bid Deposit (if required), Documentation (if required), SDBE data forms, and Warranty (if applicable) to: *(see mailing instructions – under Instructions to Bidders No. 21).*

Complete all three boxes. Failure to give specific information may nullify bid.

Payment Terms _____	Delivery to be _____ days after receipt of order.	Method of Delivery: ___ Truck ___ Rail ___ Other (specify) _____	Deliveries to be F.O.B. DESTINATION
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I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Durham in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

The following are enclosed: (check all applicable)

- _____

___ Brochures
___ Warranty

OFFICIAL LEGAL NAME OF BIDDER

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

(____) (____)
TELEPHONE NO FAX NO.

FEDERAL I.D. NUMBER

EMAIL/WEB SITE ADDRESS

BID PROPOSAL FORM

(Use this form only)

This contract will be awarded to the lowest overall bidder bidding all items in each section(s).

Sections A-D is considered one section and Section E is considered one section (a total of two sections). The City reserves the right to award this contract by section (A-D or E) or to the lowest overall bidder, bidding on all items in (Sections A-E). Whichever it deems is in its best interest.

Brands and models listed are denoted for example and in sections. The brand being bid may be different, please include the product make and model if different from what is listed on the bid.

Item No.	Quantity	Description	Unit Price	Total
<i>Section A - Chapel Hill Garage</i>				
1.	1 each	Pay in lane machine, full auditing and reporting functions	\$_____	\$_____
2.	1 each	Pay in Lane Credit Only	\$_____	\$_____
3.	1 each	Pay on Foot Station	\$_____	\$_____
4.	4 each	Gates and bases, left hand, yellow	\$_____	\$_____
5.	3 each	10' Folding gate arms	\$_____	\$_____
6.	1 each	10' Standard gate arm	\$_____	\$_____
5.	2 each	Pushbutton ticket dispenser with standard configuration, communication and ticket retract, magnetic stripe and barcode pricing		
		<i>Magnetic Stripe</i>	\$_____	\$_____
		<i>Barcode</i>	\$_____	\$_____

NOTE – SUBMIT THREE COPIES OF YOUR BID, MARK ONE AS THE “ORIGINAL” AND THE OTHERS AS “COPY”

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
<i>Section A - Chapel Hill Garage continued</i>				
6.	1 each	Fee computer with communication Software	\$_____	\$_____
7.	1 each	Parker option validator, magnetic Stripe and barcode pricing		
		<i>Magnetic Stripe</i>	\$_____	\$_____
		<i>Barcode</i>	\$_____	\$_____
8.	1 each	Inside fee display with ½" digits	\$_____	\$_____
9.	1 each	Port controller	\$_____	\$_____
10.	1 each	Communications isolator	\$_____	\$_____
11.		Full credit card payment options for Users	\$_____	\$_____
12.	1,000 ft.	Communications cable	\$_____	\$_____
13.	1 each	Misc. supplies(cords, wiring, etc.) necessary to operate system	\$_____	\$_____
14.	6 each	120 Volt wired surge protectors	\$_____	\$_____
15.	8 each	Driveway loops	\$_____	\$_____
16.	4 each	Card readers	\$_____	\$_____
17.	1 each	19" Monitor for fee computer	\$_____	\$_____
18.	1 each	UPS for computer	\$_____	\$_____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
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Section A - Chapel Hill Garage continued

19.		Installation of equipment and onsite Warranty	\$ _____	\$ _____
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20.	50,000 pk	Tickets, Magnetic Stripe and Barcode pricing		
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		<i>Magnetic Stripe</i>	\$ _____	\$ _____
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		<i>Barcode</i>	\$ _____	\$ _____
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21.	All equipment UL approved or Equivalent (circle one) Brand and Model _____	Yes	No
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22.	All credit card transactions must be Processed through the Central Management Software and comply with CCIP and PCI Current requirements (circle one)	Yes	No
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23.	Local service center within 2 hour Driving time from City of Durham (circle one) Location _____	Yes	No
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TOTAL SECTION A \$ _____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
Section B - Church Street Garage				
1.	1 each	Pay in lane machine, full auditing and reporting functions	\$_____	\$_____
2.	1 each	Pay in Lane Credit Only	\$_____	\$_____
3.	1 each	Pay on Foot Station	\$_____	\$_____
4.	4 each	Gates and bases, left hand, yellow	\$_____	\$_____
5.	3 each	10' Folding gate arms	\$_____	\$_____
6.	1 each	10' Standard gate arm	\$_____	\$_____
7.	2 each	Pushbutton ticket dispenser with standard configuration, communication and ticket retract, Magnetic Stripe and Barcode pricing		
		Magnetic Stripe	\$_____	\$_____
		Barcode	\$_____	\$_____
8.	1 each	Fee computer with communication Software	\$_____	\$_____
9.	1 each	Online Validation System Magnetic Stripe & Barcode	\$_____	\$_____
10.	1 each	Inside fee display with ½" digits	\$_____	\$_____
11.	1 each	Port controller	\$_____	\$_____
12.	2 each	Communications isolator	\$_____	\$_____
13.		Full credit card payment options for Users.	\$_____	\$_____
14.	1,000 ft.	Communications cable	\$_____	\$_____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
Section B - Church Street Garage continued				
15.	1 each	Misc. Supplies (Cords, Wiring, Modem, etc.) necessary to operate the system	\$_____	\$_____
16.	6 each	120 Volt wired surge protectors	\$_____	\$_____
17.	8 each	Driveway loops	\$_____	\$_____
18.	4 each	Card readers	\$_____	\$_____
19.	1 each	19" Monitor for fee computer	\$_____	\$_____
20.	1 each	UPS for computer	\$_____	\$_____
21.	1 each	Gooseneck stand with gasket	\$_____	\$_____
22.	4 each	Power supply	\$_____	\$_____
23.		Installation of equipment and onsite Warranty	\$_____	\$_____
24.	50,000pk	Tickets, Magnetic Stripe and Barcode pricing		
		Magnetic Stripe	\$_____	\$_____
		Barcode	\$_____	\$_____
25.		All equipment UL approved or Equivalent (circle one) Brand and Model _____	Yes No	

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
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Section B - Church Street Garage continued

26.		All credit card transactions must be Processed through the Central Management Software and comply with CCIP and PCI Current requirements (circle one)	Yes No	
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27.		Local service center within 2 hour Driving time from City of Durham (circle one) Location _____	Yes No	
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TOTAL SECTION B \$ _____

Section C - Corcoran Street Garage

1.	1 each	Pay in lane machine, full auditing and reporting functions	\$ _____	\$ _____
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2.	1 each	Pay in Lane Credit Only	\$ _____	\$ _____
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3.	2 each	Pay on Foot Station	\$ _____	\$ _____
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4.	5 each	Gates and bases, left hand, yellow	\$ _____	\$ _____
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5.	1 each	10' Folding gate arms	\$ _____	\$ _____
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6.	4 each	10' Standard gate arm	\$ _____	\$ _____
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7.	2 each	Pushbutton ticket dispenser with standard configuration, communication and ticket retract, Magnetic Stripe and Barcode pricing		
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	<i>Magnetic Stripe</i>	\$ _____	\$ _____
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	<i>Barcode</i>	\$ _____	\$ _____
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BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
Section C - Corcoran Street Garage continued				
8.	1 each	Fee computer with communication Software	\$_____	\$_____
9.	1 each	Parker option validator, magnetic Stripe and barcode pricing		
		Magnetic Stripe	\$_____	\$_____
		Barcode	\$_____	\$_____
9.	1 each	Inside fee display with ½" digits	\$_____	\$_____
10.	1 each	Port controller	\$_____	\$_____
11.	1 each	Communications isolator	\$_____	\$_____
12.		Full credit card payment options for Users	\$_____	\$_____
13.	1,000 ft.	Communications cable	\$_____	\$_____
14.	1 each	Misc. supplies (Cords, Wiring, Modems, etc.) necessary to operate the system.	\$_____	\$_____
15.	6 each	120 Volt wired surge protectors	\$_____	\$_____
16.	10 each	Driveway loops	\$_____	\$_____
17.	4 each	Card readers	\$_____	\$_____
18.	1 each	19" Monitor for fee computer	\$_____	\$_____
19.	1 each	UPS for computer	\$_____	\$_____
20.		Installation of equipment and onsite Warranty	\$_____	\$_____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
Section C - Corcoran Street Garage continued				
21.	2 each	Gooseneck stands with base gasket	\$_____	\$_____
22.	4 each	Power supply	\$_____	\$_____
23.	50,000pk	Tickets, Magnetic Stripe and Barcode pricing		
		Magnetic Stripe	\$_____	\$_____
		Barcode	\$_____	\$_____
24.		All equipment UL approved or Equivalent (circle one) Brand and Model _____	Yes	No
25.		All credit card transactions must be Processed through the Central Management Software and comply with CCIP and PCI Current requirements (circle one)	Yes	No
26.		Local service center within 2 hour Driving time from City of Durham (circle one) Location _____	Yes	No

TOTAL SECTION C \$_____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
<i>Section D – Durham Centre Garage</i>				
1.	2 each	Pay in lane machine, full auditing and reporting functions	\$_____	\$_____
2.	1 each	Pay in Lane Credit Only	\$_____	\$_____
3.	2 each	Pay on Foot Station	\$_____	\$_____
4.	6 each	Gates and bases, left hand, yellow	\$_____	\$_____
5.	1 each	Gate and base, right hand, yellow	\$_____	\$_____
6.	3 each	10' Folding gate arms	\$_____	\$_____
7.	4 each	10' Standard gate arm	\$_____	\$_____
8.	2 each	Pushbutton ticket dispenser with standard configuration, communication and ticket retract, Magnetic Stripe and Barcode pricing		
		<i>Magnetic Stripe</i>	\$_____	\$_____
		<i>Barcode</i>	\$_____	\$_____
9.	1 each	Fee computer with communication Software	\$_____	\$_____
10.	1 each	Parker option validator, magnetic Stripe and barcode pricing		
		<i>Magnetic Stripe</i>	\$_____	\$_____
		<i>Barcode</i>	\$_____	\$_____

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
Section D – Durham Centre Garage continued				
11.	1 each	Inside fee display with ½” digits	\$_____	\$_____
12.	1 each	Port controller	\$_____	\$_____
13.	1 each	Communications isolator	\$_____	\$_____
14.		Full credit card payment options for Users	\$_____	\$_____
15.	1,000 ft.	Communications cable	\$_____	\$_____
16.	1 each	Misc. supplies (cords, wiring, modems, etc.) necessary to operate the system.	\$_____	\$_____
17.	7 each	120 Volt wired surge protectors	\$_____	\$_____
18.	12 each	Driveway loops	\$_____	\$_____
19.	7 each	Card readers	\$_____	\$_____
20.	1 each	19” Monitor for Fee computer	\$_____	\$_____
21.	1 each	UPS for computer	\$_____	\$_____
22.	1 each	Central Management Software	\$_____	\$_____
23.	1 each	PC with Printer	\$_____	\$_____
24.	3 each	Telephone based intercom	\$_____	\$_____
25.		All equipment UL approved or Equivalent (circle one) Brand and Model _____	Yes No	

BID PROPOSAL FORM

(Use this form only)

Item No.	Quantity	Description	Unit Price	Total
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Section D – Durham Centre Garage continued

26.	50,000pk	Tickets, Magnetic Stripe and Barcode pricing
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<i>Magnetic Stripe</i>	\$_____	\$_____
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<i>Barcode</i>	\$_____	\$_____
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27.	All credit card transactions must be Processed through the Central Management Software and comply with CCIP and PCI Current requirements (circle one)	Yes	No
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28.	Local service center within 2 hour Driving time from City of Durham (circle one)	Yes	No
	Location _____		

TOTAL SECTION D \$_____

Section E - Lot 8 & 14

1.	2 each	Multi-space automated pay stations	\$_____	\$_____
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2.	2 each	Manufacturers Spare Battery	\$_____	\$_____
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TOTAL SECTION E \$_____

TOTALS

Section A \$_____

Section E \$_____

Section B \$_____

Sections A-E \$_____

Section C \$_____

Section D \$_____

Sections A-D \$_____

BID PROPOSAL FORM

(Use this form only)

Bid Alternative:

The City of Durham currently has a data connection between most of its locations and the central computer located in the Chapel Hill St. Garage. The City is interested in upgrading this current system. Please provide recommendations and pricing for a DSL connection, a VPN for the central computer and any associated equipment for faster credit card and data transfer or a connection c compatible with the equipment you are proposing. Any proposed system and equipment must be PCI compliant. Please explain the advantages of this system to the current one employed.

GATE ACCESS EQUIPMENT CONDITION

The purpose of this bid is to provide gate access equipment that will tie into the existing system at the Durham Centre Garage **OR** replace **ALL** equipment if an upgrade or new system can meet the City of Durham's requirements. The City of Durham replaced the gate access equipment at the Durham Centre Garage (DCG) in the Summer of 2010.

Currently, this garage (DCG) operates with a Scan system (version 6.2.1) with Federal APD Equipment. A list of equipment for each garage is as follows:

Section D – Durham Centre Garage

- 7 FAPD G-90 Parking Control Gates
- 7 FAPD Passport 360 card reader controllers
- 7 AWID proximity card readers
- FAPD PowerPad 4 Fee computer
- FAPD Fee Display
- 2 FAPD Universal One magnetic stripe ticket issue machines
- 2 FAPD Pay-In-Lane with credit card, capability
- Paker option validator
- FAPD ScanNET Port Controller
- ScanNET Central management Software
- PC with Printer
- 12 Vehicle detector loops
- 3 Telephone based intercom
- Communications isolator

Section A - Chapel Hill Street Garage

- Outdated parts becoming difficult to procure and increased down time
- Limited reporting
- No means to collect tickets/revenue without staffing
- Frequent down time of components such as card readers, printers and registers
- No credit card payment option
- Hourly tickets are manually entered
- Ticket dispensers can dispense multiple tickets to the same vehicle

Section B - Church Street Garage

- Outdated parts becoming difficult to procure and increased down time
- Limited reporting
- No means to collect tickets/revenue without staffing
- Frequent down time of components such as card readers, printers and registers
- No credit card payment option

GATE ACCESS EQUIPMENT CONDITION

Section B - Church Street Garage continued

- Hourly tickets are manually entered
- Ticket dispensers can dispense multiple tickets to the same vehicle
- Gate malfunctions have led to vehicle damage

Section C - Corcoran Street Garage

- Outdated parts becoming difficult to procure and increased down time
- Limited reporting
- No means to collect tickets/revenue without staffing
- Frequent down time of components such as card readers, printers and registers
- No credit card payment option
- Hourly tickets are manually entered
- Ticket dispensers can dispense multiple tickets to the same vehicle
- Gate malfunctions have led to vehicle damage

Section E - Lot 8

- Outdated parts becoming difficult to procure and increased down time
- Limited reporting
- No means to collect tickets/revenue without staffing
- Frequent down time of components such as printers and registers leading to user frustration when entering exiting
- No credit card payment option
- Hourly tickets are manually entered
- Ticket dispensers can dispense multiple tickets to the same vehicle
- Hourly only lot

Section E – Lot 14

- Monthly only at this time with card access
- No communication between lot and main office

OPTIONAL:

The City of Durham may also choose to integrate the City-owned North Garage with the new access control system. Currently, the North Garage has Amano McGann gates and card readers.

Section G - North Garage

- System has limited reporting ability
- Control of access is limited

SPECIFICATIONS

AUTOMATIC PAY STATIONS / PAY IN LANES

Hardware

1. Cabinet and Pedestal

- Cabinet must be minimum 12-gauge cold rolled steel. Stainless steel must be quoted as an option.
- Pedestal must be minimum 12-gauge steel with four locations for anchor bolt fasteners. Anchor bolts cannot be exposed outside the pedestal.
- Surface finish must be a powder-coating paint that is electrostatically charged and baked on.
- Unit must be available in a variety of colors and with the option for customized decals.
- In general, the cabinet must have an aesthetically pleasing design that is easily recognizable as parking related.

2. Physical Security and Lock

- The main access door must be tamper-resistant with multiple locking points.
- No locks can be exposed beyond the flush mount of the cabinet.
- Locks must have programmable keys.
- Pay station must have vibration and shock sensing audible alarms.
- Cash Status, Audit Report, Stall Reports, and Revenue Reports must all be printable at the pay station without opening the cabinet door; password protection to reports is mandatory.

3. LCD Display

- The unit must have a LCD screen, which is easy to read in various lighting conditions.
- All instructions and rates are to be provided through the LCD display, eliminating the need for external signage. Describe the cost to effecting rate changes.
- The screen must be recessed and protected by a Lexan cover.
- The screen must be vandal-resistant, weatherproof, and corrosion-resistant.
- The screen must be modular and easily unplugged and replaced with basic tools for easy servicing.
- For increased contrast, the screen must display dark lettering on light background, or light lettering on dark background. These contrast settings must be selectable and allow for automatic changing from one to the other and back at predetermined times during the day.
- The LCD must have the ability to display at least five menu or rate options simultaneously.
- The LCD must be able to display a color graphic and/or photograph or message for a user-defined amount of time when the pay station is turned on.
- All prompts on the pay station must be user configurable .

SPECIFICATIONS

AUTOMATIC PAY STATIONS / PAY IN LANES

4. Keypad

- The unit must have an alphanumeric, tactile feel keypad.
- When a key is pressed, an audible indication must be given to provide feedback to the parker.
- The keypad must be vandal-resistant, weatherproof, and corrosion-resistant.
- The keypad must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The keypad will be used to turn the pay station on when it is in sleep mode.

5. Receipt/Ticket Cup

- The receipt/ticket cup must be protected by a sliding door.

6. Coin Slot

- Coin slot shall accept all U.S. coins through a single slot.

7. Coin Acceptor

- Must be capable of accepting nickels, dimes, quarters, and dollars (both Susan B. Anthony and Sacagawea).
- All excess coins are to be channeled to a coin compartment for subsequent removal.
- Must reject fraudulent and foreign coins immediately through a coin return cup.
- Must be modular construction to allow for easy removal with basic tools.

8. Coin Hoppers

- To provide coin change, the proposed off-street pay stations must support two coin hoppers with a capacity of at least 1,800 coins.
- Coin hoppers must be lockable to prevent access by maintenance personnel.
- Coin hoppers must be easily removed for replacement.

9. Coin Compartment

- All denominations of coins must be held in a double-locked, secured coin bag or metal coin canister.
- The coin bag or metal coin canister must be secure when removed, and must have a minimum capacity of 900 coins.

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AUTOMATIC PAY STATIONS / PAY IN LANES

- A key is required to remove the coin bag or metal coin canister from inside the pay station and a separate key is required to open the coin bag or metal coin canister.
- Maintenance personnel without keys must not be able to remove the coin bag or metal coin canister.

10. Bill Acceptor

- The bill acceptor must electronically accept \$1, \$5, \$10, \$20. The ability to determine what bills are accepted must be configurable in the back-office software and loaded onto the pay station manually or remotely through a wireless connection.
- The bill acceptor must be two-way and accept bills in any direction (face up or face down).
- The bill acceptor must have an acceptance rate of 98 percent for street quality bills. All rejected bills must be returned.
- The bill acceptor must be programmable on site for any new bank notes issued by the U.S. or Canadian Mint.
- The bill acceptor must be modular and be easily unplugged and removed with basic tools for easy servicing.
- Maintenance personnel must be able to clear bill jams without the use of special tools and without accessing the bill storage compartment within five seconds of opening the pay station.

11. Bill Stacker

- All denominations of bills must be held in a metal vault.
- The bill stacker must support a 1,000-note stacker.
- The bill stacker vault must be a self-sustaining lockable unit. A key is required to open the unit after it is removed from the bill acceptor.
- The bill stacker must be modular and be easily unplugged and removed with basic tools for easy servicing.

12. Credit Card Reader and Operation

- The credit card (CC) reader must be flush-mounted with no part of the reader protruding outside the cabinet.
- The CC reader must only partially ingest the card thereby affording the parker control of the card at all times.
- The CC reader must accept and process Visa, MasterCard, Amex, Diner's Card, Discover or any combination thereof, and must be configurable via back-office software.

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AUTOMATIC PAY STATIONS / PAY IN LANES

- The CC reader must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The CC reader must read Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811.
- The CC reader must read and write to chip-based smart cards conforming to ISO 7810 and 7816.
- The CC reader must be able to read and write to Parcxmart (PXT Payments) and/or POM chip-based cards.

13. Transaction Process

- Bidder-supplied software should provide management control and reporting of credit card process via Internet.
- System should allow both offline batch credit card processing and online real-time credit card processing.
- There should be a simple, one-step process to automatically transfer credit card data to the clearinghouse. No duplicate checks or transfer of data between files or spreadsheets should be required.
- The system must process and reconcile transactions with a PCI compliant credit card processor or gateway.
- The pay station must be PA-DSS validated.
- Credit card/smart card transactions that are declined should automatically populate a file of bad credit cards/smart cards to prevent future acceptance of bad credit cards/smart cards.
- Bidder-supplied management software should allow for manual entry of cards into a bad credit card/smart card file. Bad credit cards/smart cards should be prevented from use in any payment machine in the network.
- Bidders supplying parking equipment to the City Parking Operator must meet the Payment Card Industry (PCI) Compliance standards as Service Provider and Payment Application Data Security Standards (PA-DSS) for all hardware and software proposed. All bidders must provide a letter from a Qualified Payment Application Security Professional (QPASP) or Visa confirming the successful completion of meeting the latest standards. Bidders must also appear on the Visa Web site to be current for both compliant Service Providers and validated Application Vendors. The provision of voluntary security scan reports and self questionnaires as proof of compliance will not be acceptable. More details on these standards may be found at www.pcisecuritystandards.org.

14. Printer

- The printer must be a high quality printer with a simple paper path and a reliable cutting edge.

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- The paper roll must easily be removed and replaced in less than 60 seconds.
- The printer must be modular and be easily unplugged and removed with basic tools for easy servicing.
- Payment machine should allow report and receipt printing in the field. Payment machine should have capacity of producing at least 2,500 tickets/reports prior to replacing a print roll.

15. Receipt Paper

- The receipt paper must have the capability to be pre-printed with customized messages on the back and logo watermarks on the front of the receipt.
- The tickets must be heat-, fade-, and curl-resistant, and must be capable of being left on a vehicle dashboard for extended periods of time.
- Paper must be 100 percent recyclable.

16. Power Operation and Recharging System

- The pay station must operate on battery power with either an AC or solar recharging system for the batteries.
- If a solar panel is provided, the solar panel must be able to rotate 360 degrees to enable the solar panel to be moved to maximize its exposure to direct sunlight.
- The battery must be a minimum of a 12V 35Ah, sealed gel-cell.
- A battery voltage check system must be integrated into the pay station cabinet and the voltage of the battery must be determined in less than five seconds either by accessing the pay station or by reviewing real-time updates over the Internet.
- The battery storage area must allow the battery to be removed and replaced in less than 60 seconds for servicing.
- Describe the pay station's unique power management capabilities.

17. Electrical and Electronic Components

- All major components must be modular and be easily unplugged and removed with basic tools for easy servicing.
- All electronic connection plugs must be physically differentiated and must only fit one way.

18. Temperature Specifications

- -40° F to + 140° F (-40° C to +60° C) in AC operated environments with an optional heater; -4° F to + 140° F (-20° C to +60° C) in non-AC environments; up to 95% relative humidity (non-condensing).

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- Pay stations must provide option for heater that can operate on AC power for environmental conditions outside of this temperature range.

19. CPU/Black Box

- The CPU must be specifically designed for operation with the pay station.
- The CPU must be custom designed, built, and supported by the manufacturer.
- The CPU must contain Flash memory that can record a minimum of 10,000 transactions to allow data to be preserved when power has been removed.
- The CPU must not require a battery backup to preserve memory.
- The CPU must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The pay station must have a bad card maintenance list that can store up to 16,000 card numbers for offline processing.
- To enable seamless additional application integration, the pay station operating system must be Microsoft Windows CE-based or another non-proprietary-based operating system.
- The pay station must be able to automatically adjust its internal clock for Daylight Savings Time changes.
- The pay station must be able to be configurable to support multiple languages.

20. Online Communication

- The pay station must be able to support direct Ethernet connection without any additional hardware.
- For wireless communication, an optional choice of GSM/CDMA modem and Wi-Fi (802.11b/g) modem must be available.
- Central server system and the bidder's proposed pay stations must be able to work with the latest technologies in metro Wi-Fi technology.
- All quoted communications options must be backed up with a reference of a proven existing field installation where the communication method has been shown to be reliable.

II. Software

1. Payment Options

- The pay station must support the following payment options:
 - **U.S. :** The denominations accepted must be configurable for each pay station.
 - **Credit cards:** Type of credit cards accepted must be configurable for each pay station.

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- **Smart cards:** Must be configurable for each pay station:
 - Parcxmart (PXT payments) and/or POM chip-based smart cards
- **Magnetic stripe-based value cards:**
 - Blackboard, Total Card, Nuvision
- **Cell phone payment:** The solution must have an option of paying for parking with cell phone in a Pay-by-Space deployment.
- The pay station must have the ability to allow for adding time to the existing time purchased in either Pay-by-Space or Pay-and-Display deployment. For Pay-by-Space and Pay-and-Display deployment, a PIN number printed on the ticket must be entered when adding time to ensure that only the original parker can add time.
- The parker must be able to pay for any space from any pay station provided the pay stations are online (communicating to the central server).

2. Pay-by-Phone Integration

- The solution must have an option to pay for parking with a cell phone in a Pay-by-Space deployment. Bidder must identify which Pay-by-Phone partner it integrates with and the integration capabilities that such a partnership brings.
- If the initial payment was made at the pay station, the parker must have the ability to add time through the cell phone.
- If payment was made through the cell phone, the system must be able to notify the parker through the cell phone prior to expiration of the parking time.
- For enforcement purposes, the enforcement officer must be able to print a report at a pay station for valid spaces paid for regardless if they were paid for at the pay station or by cell phone.

3. Pay-by-License Plate

- The pay station system back-end shall be able to accept Pay-by-Phone payments and provide the information to the LPR enforcement system.
- The parking equipment shall be capable of transferring data in real-time between the pay stations, the central server system, and the LPR enforcement system.
- The pay station shall support license plate entry through an alphanumeric keypad.
- The bidder must list all aspects of the management modules available to monitor finance, maintenance, operation and administration of a Pay-by-License Plate system with the central server system.

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4. Enforcement

- At the pay station, the enforcement officer must be able to:
 - Generate Valid Stall reports within the entered stall range regardless of how (pay station or cell phone) and at which machine the spaces were paid for. The report must clearly display the expiration time for each valid space.
 - Generate an Expired Stall report within entered stall range which clearly displays the spaces that have not been paid.
- The City Parking Operator has a goal of integrating Pay-by-Space or Pay-by-License Plate data at the pay station with the City Parking Operator's selected enforcement system for consolidated reporting purposes. The bidder should identify at least one option where this integration capability can be provided today as well as additional options that might be available in the future.
- The central server system must be able to integrate with one or more of the leading mobile enforcement providers for real-time stall information. The bidder must outline all potential partners where integration exists today.

5. Space Sensor Integration

- The City Parking Operator has an interest in utilizing in-ground space sensors or camera technology that is wirelessly connected to the Internet to deliver real-time information that includes:
 - Reporting of physical occupancy versus paid occupancy by area and time of day.
 - Proactive enforcement for situations when a car has parked and payment has not been made.
- The bidder must outline how information from the pay stations integrates with the sensor technology to deliver this kind of information today.

6. Management Software Capabilities

The management software must have the following capabilities:

- Ability to set up unlimited amount of pay stations at unlimited amount of lots (depending only on available computer memory).
- Password access at the pay station for collection and service personnel.
- The ability to set sleep timer mode for the pay station.
- The ability to configure the pay station to operate in Pay-by-Space (with a maximum of 99,999 stalls), Pay-and-Display, and/or Pay-by-License Plate environments.
- Enable/disable additional time to be added to paid stalls.
- Ability to configure credit cards that will be accepted.

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- Ability to configure smart cards that will be accepted.
- Ability to configure magnetic stripe-based value cards that will be accepted.
- Ability to restrict payment types on a rate-by-rate basis.
- Enable online “real-time” credit card authorization (with Ethernet connection or modem option).
- Enable a “Store and Forward” mechanism to process credit cards that are accepted when online communications have been disrupted.
- Enable/disable issuance of printed refund slip.
- Enable/disable issuance of refund slip for cancelled payment.
- Allow a four-line custom message on introduction LCD screen.
- Allow for a color BMP image to be displayed on the pay station LCD screen.
- Allow a four-line custom message on exit screen.
- Allow a four-line custom message on receipt header.
- Allow a four-line custom message on receipt footer.
- Allow a four-line custom message on refund receipt.
- Allow configuration of special stalls (in Pay-by-Space mode) for exclusion from transient parking on specified days and times.
- Allow for the remote upload of all rate and configuration parameters to the pay station via the central server at no charge as many times as the operator wishes.

7. Standard Rate Capabilities

Please confirm that the equipment provided can address the following rates desired by the City Parking Operator:

Standard rate capabilities must include:

- Rates by the minute, hour, day, week, and month.
- Special event pricing.
- Different values can be assigned to different hourly increments (for example, first hour at \$2.00; each additional hour thereafter at \$1.00).
- Progressive, regressive, flat, evening, and early bird rates.
- Programmable minimum and maximum time periods.
- Ability to preset special rate structures up to a year in advance.
- One-step uploads of bad credit card/smart card file.
- Incremental rates with minimum increment being five minutes.

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- Ability to set a minimum credit card value for incremental rates.
- Ability to provide monthly passes.
- Rate descriptions must be user configurable up to 20 characters in length.
- The pay station must be able to display rates and instructions in multiple languages.
- Rates must have the option to add up to two tax rates to the transaction price and these taxes must be itemized on the receipt and on management reports.

8. Management Reports

- Bidder should provide samples of all reports to allow for evaluation of reporting features.
- The pay station must issue a report from the printer with the following information:
 - Machine serial number
 - Date and time of collection
 - Date and time of previous collection
 - Total amount of money in the collection
 - Total amount of bills by denomination
 - Total amount in coins
 - Total amount of credit card payments by credit card type
 - Total number of tickets issued
 - Total amount of refunds issued
 - Total amount of change issued
 - Pay station firmware version
 - Stall reports showing valid stalls, unpaid stalls, or paid since last stall report
- The pay station must issue a report with the history of the machine with the following information:
 - Audit details:
 - Date of the transactions with “from” and “to” parameters
 - Total deposits
 - Overpayments
 - Total transactions
 - First transaction number
 - Last transaction number
- Revenue detail must have the capability of providing the following information at the pay station:
 - Today’s total

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- Last 24 hours total
- Yesterday's total
- This month's total
- This year's total
- Last year's total
- 3rd year back
- 4th year back
- 5th year back
- History total since commissioning of pay station
- In the back-office software, reports must be able to be generated based on the following parameters:
 - Transaction Date
 - Transaction Time
 - Payment Method
 - Rate
 - Pay Station Number
 - Credit card type

9. Remote Management

The City Parking Operator would like the bidder to host remote management options. The capabilities provided through remote management must include the following:

a) Real-Time Reporting/Pay Station Configuration

Real-time reporting:

- The pay station must provide as an option the ability to generate all of the reports as listed under "Reports" above through any computer with an Internet connection using up-to-date real-time information.

Remote pay station configuration:

- The solution must allow for changes in the rate structure remotely from the office provided the pay stations are online.
- The solution must allow for other changes listed under "Management Software Capabilities" to be configured from a remote PC and capable of being uploaded to the pay station in real-time (with a maximum upload delay of five minutes) provided the pay station is online.

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b) Real-Time Monitoring/Intelligent Dispatch

The pay station must provide as an option the ability to monitor at a minimum the following parts and systems and communicate any malfunctions or supply requirements through e-mail or cell phone:

Critical alarms:

- Alarm on
- Shutdown due to low battery power
- Shock from being bumped, tilted, or shaken

Major alarms:

- Coin jam
- Bill acceptor jam
- Bill acceptor unable to stack
- Battery voltage low
- Printer paper low
- Printer lever disengaged
- Printer paper out

The alarms must be transmitted within 10 seconds of the event occurring at the pay station.

Monitoring:

Items without alarms that may be monitored on a secure Internet connection include:

- Number of coins
- Number of bills
- Battery voltage levels
- Solar charging condition – charging/not charging
- Pay station temperature level
- Pay station humidity levels

c) Real-Time Credit Card Authorization

- The pay station must provide as an option to have credit cards processed in real-time.
- The unique authorization number received from the credit card clearinghouse must be clearly displayed on the receipt.
- The authorization number must be available in the back-office software to be used as criteria for credit card transaction searches.
- The pay station must be configurable to accept or not accept credit card payment in the event that the communication to the pay station becomes temporarily unavailable.
- Assuming adequate communication signals are in place, real-time credit card authorization must be completed within three seconds typically, and within 10 seconds maximum.

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- For online credit card transactions, batch processing of the credit cards at the end of the day is not acceptable.
- The back-end system must allow partial and full refunds of credit card transactions.

d.) Configuration Software Must:

- Enable manual updates and retrieval of information from each pay station using a portable device such as a USB key.
- Download all configuration and rate table settings.
- Upload all transactional data from the pay station.
- The process to download/upload transactions must be easily done by on-site personnel.
- Bidder should demonstrate adequate security of data through password protection and layered levels of privileges.

10. Future Capabilities

The identification of features that will be available after the equipment is deployed may also be mentioned, but descriptions should clearly state when features will be available for deployment and any hardware upgrades associated with such upgrades.

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AUTOMATIC PAY STATIONS / PAY IN LANES

TRAINING AND SUPPORT

The successful bidder shall provide training on an individual location basis or in a group setting as approved by the City Parking Operator. Bidder must have a local service center (five (5) years minimum) within two hour driving time from the City of Durham. Additional training shall be provided, if needed or as requested at prevailing rates throughout the length of the contract. This training shall be determined by the City Parking Operator's need and provided based on practicality and reasonableness. Bidder shall provide a training program for technicians and staff responsible for:

- Installation, startup, and maintenance of the units.
- Coin collection.
- Programming rates, valid parking times, etc., through the management software.
- Monitoring the equipment.
- Data file collection, credit card file downloading, system monitoring and auditing, setup and maintenance of user account passwords, etc.
- Bidder shall provide a thorough outline of the training content and provide a training schedule for both software and hardware. The schedule shall include periodic refresher training (continuing education), including, but not limited to, emphasis on particular areas of the City's Parking Operator's choice and upgrades of software and/or hardware.
- The successful bidder shall provide a minimum of 10 hours of training at a designated City Parking Operator facility for each City Parking Operator technician to develop expertise in the maintenance and repair of their product, including, but not limited to:
 - a. Installation
 - b. Maintenance
 - c. Troubleshooting repairs
 - 1. Vendor must have service center within 90 minutes of Durham
 - d. Operations – programming, inventory, and collections
- PDF of operating manual in English for installation, maintenance, and use (complete with wiring diagrams and specifications) are to be provided at the time the units are delivered.

SPECIFICATIONS

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Auditor PowerPad4/or equivalent

2. Intelligence

- Configurable remotely over network from Scan Net or equivalent
- Configurable locally using keypad
- Configuration options:
 - Patron display messages
 - Currency handling
 - Reports
 - Validations
- Networkable via RS-422
- Fully functional when online or offline
 - Buffers up to 1900 credit card or 7700 cash transactions

3. User Interaction

- Off the shelf display (VGA connection)
- Tactile, configurable keyboard
- LED diagnostic indicators for:
 - Tx/Rx Online (to Scan Net) or equivalent
 - Comm IRQ
 - Reset
 - Tx/Rx Printer
 - Power

4. Electrical (external power supply)

- 90-130VAC or 180-240VAC external power
 - Typical draw – Standard configuration with 17” monitor: 1.5A
- 24VDC circuit for peripheral component power

5. Mechanical

- 2.6” H x 12.5” W x 9.5” D (6.5cm H x 31.7cm Wx 24.2cm D)
- Weight – keyboard only: 4 lbs (1.8kg)

6. Peripherals supported

- FAPD Magstripe Validator or equivalent
- Barcode scanner
- Two (2) cash drawers
- Multi Station printers
- Fee display
- Configurable I/O
 - Three (3) RS-232 serial ports
 - Five (5) RS-422/485 serial ports (optional)

7. Environmental

- Operating temperature: 10° to 45°C (50° to 113°F)
- Storage temperature: -40° to 65°C (-40° to 149°F)
- Relative humidity: 80% at 30°C (86°F), non-condensing

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Universal One or Equivalent

1. Intelligence

- Configurable remotely over network from Scan Net or equivalent
- Configurable locally from fee terminal
- Configuration options:
 - Patron display messages
 - Programmable outputs
 - Reports
 - Receipts
- Networkable via (optional configurations):
 - RS-485 serial loop
 - Ethernet
- Fully functional when online or offline
 - Buffers up to 1900 credit card and 7700 cash transactions

2. Patron Interaction

- Bright backlit LSD display directs patron through transaction workflow
- Lit Press for Ticket button uses membrane contract for long life
- Accepts (optional configurations):
 - Magstripe tickets, vouchers, validations via transport
 - Patron ID via prox reader
 - Credit cards via insertion reader
- Thermal printer provides patron receipt upon request
- ADA compliant

3. Electrical

- 90-130VAC or 180-240VAC external power
 - Maximum draw – fully configured – 90-130VAC: 8A
 - Maximum draw – fully configured – 180-240VAC: 4A
- 24VDC internal circuit for low voltage components
- Segregated AC circuit for optional UPS unit

4. Mechanical

- 58" H x 14" W x 20" D (147cm H x 36cm W x 51cm D)
- Weight – fully configured: 178 lbs (81 kg)
- Heavy gauge steel frame construction, e-coated for rust prevention
- Aluminum cladding construction

5. Environmental

- Operating temperature: -30° to 45° C (-22° to 113° F)
- Insulated, heated and vented to maintain internal temperature and humidity ranges
- NEMA 3R cabinet

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AUTOMATIC PAY STATIONS / PAY IN LANES

Pay-in-Lane

1. Features

- Automatically calculates and displays parking fees, accepts payment, issues change in coins or credit slips and provides a receipt automatically or on demand
- Standard components:
 - SST Ticket Validator (Model 9000S and 9000C) or equivalent
 - Coin changer (accepts and dispenses coins)
 - Up to five auto-replenishing coin denomination dispenser tubes
 - Note acceptor and vault
 - Programming interface
 - Thermal receipt printer
 - Credit card insertion reader (on Model 9000C and 9000P) or equivalent
- Optional Components:
 - Journal printer
 - Intercom
- The standard coin cassette holds two dollar tubes, two-quarter tubes and a nickel tube. The capacity of each is as follows:

Coin	Max fill by coin changer	Max. fill manually (Do not fill more than)
.05	77 coins (\$3.85)	87 coins (\$4.35)
.25	84 coins (\$21.00)	96 coins (\$24.00)
1.00	69 coins (\$69.00)	81 coins (\$81.00)

- Comprehensive financial and statistical reports are available at the device or from a PC running the Federal APD Scan Net Central Management System or equivalent
 - Processes up to 14 different bank notes and up to 5 different coin denominations
 - Operates offline or online with Federal APD's Scan Net Central Management System or equivalent
 - LCD display guides patron through transaction
 - Programming Interface for fee calculations, attendants, taxes, time and date
- #### **2. Electrical**
- Powered from 115VAC or 220VAC
 - Output power available in 24VDC and 5VDC

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AUTOMATIC PAY STATIONS / PAY IN LANES

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3. Mechanical

- Weatherproof steel cabinet mounted on a steel pedestal
- Powder coat finish
- Cabinet is 24.21" W x 24.21" H x 16.53" D (64.77mm W x 790mm H x 254 mm D)

SPECIAL CONDITIONS

1. Some items in this bid will **require** both magnetic stripe and barcode pricing. All interested vendors will need to explain the benefits of the brand, make and model number of the equipment being bid. (Attach the explanation/literature with your proposal for each section and items being bid). Vendors are required to provide wiring, conduit and any other equipment necessary to ensure all locations can communicate with the Central System Computer.
2. All products furnished throughout the period of this contract shall meet all requirements established or set forth for such products.
3. Please quote all delivered prices F.O.B. Destination including all transportation charges in the bid prices.
4. Please be sure to read and complete the Small Disadvantaged Business Enterprise Plan (SDBE) forms supplied with this bid. They must be completed and returned with the bid proposal. Any bid submitted without these completed forms will be deemed as “non-responsive”. Questions related to completing the SDBE forms should be directed to the City of Durham, Equal Opportunity/Equity Assurance Department telephone 919/560-4180.
5. When bidding an item as an approved equal, it will be necessary to provide the City with a sample for evaluation purposes.
6. It is recommended that all suppliers become familiar with City Garages/Parking Lots before bidding.
7. In the event of a default by the successful bidder to supply the product within seven (7) working days, the City reserves the right to procure these materials from other sources on an order by order basis and hold the successful bidder responsible and liable for the difference in cost incurred.
8. The City shall reserve the right to cancel the contract upon 60 days written notice.
9. If there are any questions regarding the bid, please contact Raushan Gross, Purchasing Division at 919-560-4132 ext 18223.
10. If you have any questions concerning the specifications, please contact Harmon Crutchfield, Transportation Financial Manager at 919-560-4366 ext 36439 or Joe Vallejos, Senior Project Manager at 919-680-2481.
11. The City reserves the right to reject any and all bids, to waive formalities and technicalities insofar as it is authorized so to do, where it deems it advisable in protection of the best interest of the City.
12. The equipment proposed needs to meet or exceed the capabilities of those listed in the specifications.

SPECIAL CONDITIONS

13. INSURANCE - Contractor shall maintain insurance not less than the following:

City of Durham Insurance requirements

Contractor shall purchase and maintain insurance coverage for not less than the following:

Commercial General Liability, covering:

- Premises/operations
- Products/completed operations (two years minimum, from project completion)
- Broad form property damage
- Contractual liability
- Independent contractors, if any are used in the performance of this contract
- City of Durham must be named additional insured, and an original of the endorsement to effect the coverage must be attached to the certificate (if by blanket endorsement, then agent may so indicate in the GL section of the certificate, in lieu of an original endorsement)
- Combined single limit not less than \$2,000,000 per occurrence, with an annual aggregate on not less than \$4,000,000.

Commercial Auto Liability, covering:

- Symbol 1, all vehicles
- Combined single limit of \$2,000,000
- City of Durham must be named additional insured

Workers' Compensation Insurance, covering:

- Statutory benefits;
- Covering employees; covering owners partners, officers, and relatives (who work on this contract) (this must be stated on the certificate)
- Employers' liability, \$1,000,000
- Waiver of subrogation in favor of the City of Durham

Insurance shall be provided by:

- Companies authorized to do business in the State of North Carolina
- Companies with Best rating of A-, VII or better.

Insurance shall be evidenced by a certificate:

- Providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage
- Certificates shall be addressed to:
City of Durham, Finance Department
Attention: Purchasing Division, 101 City Hall Plaza Annex, Durham, NC

REFERENCES

Please provide at least three references (preferably municipal agencies) to which you have serviced within the past five years.

1.1 Company _____

Address _____

Email Address _____

Point of Contact _____ Phone _____

Date of Contract _____

1.2 Company _____

Address _____

Email Address _____

Point of Contact _____ Phone _____

Date of Contract _____

1.3 Company _____

Address _____

Email Address _____

Point of Contact _____ Phone _____

Date of Contract _____

EEO PROVISIONS

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts.
- e. Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

NON-DISCRIMINATION PROVISION

"The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts."



CITY OF DURHAM

SMALL DISADVANTAGED BUSINESS ENTERPRISE

PROCUREMENT FORMS



Equal Opportunity/ Equity Assurance Department

Mailing Address:

101 City Hall Plaza
Durham, North Carolina 27701

Street Address:

302 E. Pettigrew Street
Suite C-180
Durham, North Carolina 27701

Phone: (919) 560-4180

Facsimile: (919) 560-4513

SMALL DISADVANTAGED BUSINESS ENTERPRISE ORDINANCE ENTERPRISE ORDINANCE PROCUREMENT DOCUMENTATION

If applicable information is not submitted with your bid, your bid will be deemed non-responsive.

Declaration of Performance must be completed and submitted with your bid.

Managerial Profile must be used to list the managerial persons in your work force who will be participating in this project.

Equal Employment Opportunity Statement for your company must be completed and submitted with your bid.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

DECLARATION OF PERFORMANCE BY VENDOR/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned vendor/contractor certifies that:

- (a) It is normal business practice of the vendor/contractor to perform all elements of the contract with its own work force without the use of contractors/vendors; and
- (b) That the above documentation demonstrates this firm's capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
- (c) The vendor/contractor will use a subconsultant(s) in the fulfillment of this scope of work.

Date

Authorized Signature

MANAGERIAL PROFILE

Name of Firm: _____

Contact Person: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham's Equal Business Opportunity Ordinance.

Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* M-Minority(African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

EQUAL OPPORTUNITY STATEMENT

(You may submit your organization's EEO policy in lieu of this sheet)

Complete this page

EMPLOYEE BREAKDOWN

Part A – Employee Statistics for the Primary Location

MALES

FEMALES

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

Part B – Employee Statistics for the Consolidated Company (*See instructions for this form on whether this part is required.*)

MALES

FEMALES

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

EEO-1 Report may be submitted in lieu of this form

PURCHASE CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF DURHAM

DRAFT COPY DO NOT COMPLETE

THIS CONTRACT, made and entered into this XXX day of XXX, for **Parking Garage(s) Gate Access Equipment** between the **City of Durham**, a N.C. municipal corporation ("City") and **XXX** the ("Seller"), whose principal office and place of business is at the following address XXX.

If seller is a corporation or limited partnership, Seller is organized under the laws of the State of _____.

IT IS AGREED:

1. Seller, in consideration of the sums to be paid as provided in the attachments and in accordance with section 3 below, agrees to sell and to deliver to the City, at the times, in the quantities and quality, at the prices, and to the places, the goods described in the following attachments that are made a part of this contract:

Advertisement	Instructions to Bidders	General Conditions
Proposal	Specifications	Special Conditions
Performance Bond	Sections 6, 7, and 8 on the reverse hereof	
EEO Provisions	Non-Discrimination Provision	

2. This contract is known as Bid No. **11-074-11AA** in the files of the City's Purchasing Division.

3. The sum to be paid under this contract is \$XXX.

WHEREFORE, City has caused this contract to be executed under authority of its City Council, and Seller (if corporate) has executed this contract under seal by authority of its board of directors; if not corporate, the Seller has executed this contract under seal pursuant to proper authority.

ATTEST:

CITY OF DURHAM

.....

IF SELLER IS NOT A CORPORATION

Notary Public

Type or print name of Seller

(See instruction 3(b) on reverse.) Affix notarial seal. by: _____(Seal)
My commission expires: _____
Signature

.....

IF SELLER IS A CORPORATION

ATTEST:

Corporate Secretary

Type or print the correct name of corporation

(Affix Corporate seal)

by: _____
President or Vice President

Instructions for Completing Contract Documents

1. This contract must be executed in duplicate originals and returned within 30 days to the City's Purchasing Department for execution by the City. One original will be returned to your firm and the other will be filed with the City Clerk.
2. If the Seller is a corporation...
 - (a) An original corporate seal must be affixed.
 - (b) The correct corporate name must be used. If a division of the corporation is involved, the corporation itself should execute the contract.
 - (c) This signature must be that of one of the following: (1) the President, (2) Vice President, or (3) a person authorized by the board of directors to execute contracts in general or this particular contract.
 - (d) If someone other than the President or Vice President signs, then you must attach a copy of the resolution of the board of directors authorizing the other person to sign the contract. That copy must be certified by a corporate secretary, with the corporation's seal impressed on it. A document in the following form will comply with these requirements, although other forms may also be acceptable:

Resolution Authorizing Execution of Contracts

RESOLVED, that [insert name of person authorized to sign] shall have authority to enter into contracts with, and to execute performance bonds for the benefit of, the City of Durham, N.C., in the name of and on behalf of [insert corporation's name] related to City of Durham Bid No. [insert bid number].

I, a Secretary or Assistant Secretary of the corporation whose name is indicated hereinabove, certify that the foregoing is a true copy of a resolution of duly adopted by the Board of Directors of said corporation, and that said resolution is still in effect.

This the _____ day of _____, 20____.
(Affix corporate seal)

Secretary or Assistant Secretary

3. If the Seller is not a corporation...
 - (a) The individual owner or partner must sign.
 - (b) The notary public's signature will be understood to mean that the notary certifies that the person whose signature is to the right of the notary's signature appeared before the notary and acknowledge the execution of the contract.
4. WHEN A PERFORMANCE BOND IS REQUIRED - (a) The principal amount is the full amount of the contract. (b) The form provided by the City must be executed by a corporate surety **authorized to do business in North Carolina**. The N.C. resident agent's name and address and the surety's address must be shown. (c) The Power of Attorney for the surety's Attorney in Fact must be attached to the bond. The surety's corporate secretary must indicate that the Power of Attorney is still in effect. The surety's corporate seal must be actually impressed on the Power of Attorney. (d) The Attorney in Fact's signature must be notarized. Contact the Purchasing Department if you need a notarization form. (e) the seller must execute the bond, using instructions 2 and 3 above as to how to do so.
5. Don't alter the documents without first obtaining authorization from the City's Purchasing Department.
6. Warranties and Indemnification. In addition to other warranties made in this transaction, Seller represents and warrants that all of the products furnished under this contract, the process by which those products are made, and their use will not infringe any patent, trademark, or other rights of any other person, firm, or corporation, and Seller shall defend, indemnify, and hold harmless City and its officers, officials, agents, contractors, and employees from and against any and all claims, judgments, costs, damages, losses, demands, liabilities, obligations, fines, penalties, royalties, settlements, and expenses (including interest and reasonable attorney's fees assessed as part of any such item) arising out of any (i) actual or alleged infringement of any such patent, trademark, or other rights, or (ii) (except to the extent that the personal injury, death, or property damage is caused solely by negligent or intentional acts or omissions of the City) personal injury, death, or property damage allegedly caused by or resulting from the delivery to the City of, or the manufacture, construction, design, formulation, development of standards, preparation, processing, assembly, testing, listing, certifying, warning, instructing, marketing, selling, advertising, packaging, or labeling of any product furnished to the City under this contract. Without reducing City's rights under this section, Seller, in case of an actual or threatened claim, may at Seller's option and expense procure for City the right to continue using the products furnished under this contract. (The preceding sentence does not pertain to part "(ii)" of the first sentence of this section.)
7. The individuals executing this contract warrant that they have authority to execute this contract on behalf of the Seller.
8. This Contract shall be deemed made in Durham County, North Carolina, and shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this Contract shall be the North Carolina General Court of Justice, in Durham County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.



Features

- Online Or Offline Operation
- Self-Replenishing Coin System

Flexible Payment

- Coin or Paper Currency
- Debit Card
- Credit Card
- Merchant Validation
- Vouchers
- Value Cards
- Receipt Issued on Demand

Options

- Journal Printer
- Intercom

Pay-In-Lane

Models 9000S, 9000C, 9000P

Pay-In-Lane

Federal APD's Pay-In-Lane device offers you a convenient way to operate your parking facility without an attendant. Each model is unmanned and provides Exit Cashiering or Pre-Pay entry. At exit, the Pay-In-Lane processes the fee automatically and displays it in the LCD window. Change is issued in coins and a receipt is either provided on demand or can be programmed to issue automatically.

Exit Operations

Model 9000S - Standard Unit.

This model is an unmanned Exit Cashiering device. User-friendly features prompt the patron to insert the parking ticket into the device. When the fee is displayed, the patron can choose the preferred method of payment. Standard payment features for the Model 9000S include paper currency, coins, vouchers, merchant validations, or debit ValueCards.

Model 9000C - Credit Card Unit.

This model includes all the Model 9000S payment options plus the ability to process credit cards.

Entry Operations

Model 9000P - Pre-Pay Unit.

This model is used for point of entry operation. When a patron drives up to the Model 9000P, the required fee is displayed. The parking fee is a programmable flat rate. Payment can be made with paper currency, coins or credit card.



FEDERAL APD

A Federal Signal Company

Freedom for Control

Pay-in-Lane

Specifications

Features

- Automatically calculates and displays parking fees, accepts payment, issues change in coins or credit slips and provides a receipt automatically or on demand
- Standard components:
 - SST Ticket Validator (Model 9000S and 9000C)
 - Coin changer (accepts and dispenses coins)
 - Up to five auto-replenishing coin denomination dispenser tubes
 - Note acceptor and vault
 - Programming interface
 - Thermal receipt printer
 - Credit card insertion reader (on Model 9000C and 9000P)
- Optional components:
 - Journal printer
 - Intercom
- The standard coin cassette holds two dollar tubes, two-quarter tubes and a nickel tube. The capacity of each is as follows:

Coin	Max. fill by coin changer	Max. fill manually (Do not fill more than)
.05	77 coins (\$3.85)	87 coins (\$4.35)
.25	84 coins (\$21.00)	96 coins (\$24.00)
1.00	69 coins (\$69.00)	81 coins (\$81.00)

- Comprehensive financial and statistical reports are available at the device or from a PC running the Federal APD ScanNet®. Central Management System
- Processes up to 14 different bank notes and up to 5 different coin denominations
- Operates offline or online with Federal APD's ScanNet™ Central Management System

- LCD display guides patron through transaction
- Programming Interface for fee calculations, attendants, taxes, time and date

Electrical

- Powered from 115VAC or 220VAC
- Output power available in 24VDC and 5VDC

Mechanical

- Weatherproof steel cabinet mounted on a steel pedestal
- Powder coat finish
- Cabinet is 24.21" W x 24.21" H x 16.53" D (615mm W x 615mm H x 420mm D)
- Pedestal base is 10" W x 25.5" H x 10" D (647.7mm W x 790mm H x 254mm D)



Freedom for Control

For more information
federalapd.com
800.521.9330



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